



TRANSPORTATION IMPROVEMENT BOARD FREQUENTLY ASKED QUESTIONS ABOUT TRAVEL

WHO IS THE TIB CONTACT FOR TRAVEL INFORMATION?

For all travel arrangements or questions regarding travel, please contact Eileen Bushman at the TIB office. You may reach her on her direct line at 360-586-1146 or e-mail her at eileenb@tib.wa.gov.

WHAT TRAVEL EXPENSES ARE REIMBURSABLE?

Board members will be reimbursed for the maximum allowable travel expenses under the guidelines set forth by the Office of Financial Management in section 10 of the State Administrative and Accounting Manual and TIB's Travel Policy (POL 407-110) for state employees.

MEALS - Board members must be in overnight travel status to be reimbursed for meals during agency-determined meal period(s). If not in overnight travel status, Board members must be traveling for a total of three hours beyond the scheduled working day to be reimbursed over a meal period. The non-overnight meal reimbursement is subject to federal taxes. (OFM Policy 10.40.60; IRS Publication 463) The per diem rate for meals varies from county to county. Please refer to the attached map to determine the per diem rate for a specific county. Costs incurred by the traveler that exceed the allowed per diem rate are the responsibility of the traveler. (OFM Policy 10.20; 10.40)

On occasion, the TIB will contract for a catered meal to be served during the board meeting. The cost of this meal will be within per diem rates, and reimbursement is not allowed. (OFM Policy 10.40.40.b)

LODGING – Lodging expenses will be incurred at the allowable state lodging rate and will be billed directly to TIB. (TIB Policy 817)

OTHER – In addition to meals and lodging per diem, Board members are eligible for miscellaneous expenses. Examples of reimbursable miscellaneous expenses include parking, ferry costs, or toll fares. Receipts for these expenses are not required unless they exceed \$50.

IS A STATE TRAVEL CARD AVAILABLE?

As a Board member, you are authorized to receive a state travel card, which may be used for meals only. Under the state's agreement with the issuer of the card, all non-travel transactions will be denied authorization. The billing process for a state travel card works much like a personal credit card. Once charges are incurred, a monthly statement is sent to the address specified by the cardholder. Your reimbursement check for these charges will arrive before the travel card statement. If you would like a state travel card, please call Eileen at the TIB office.

WHO MAKES TRAVEL ARRANGEMENTS FOR ATTENDANCE AT BOARD MEETINGS?

HOTELS – Eileen reserves a block of hotel rooms and makes the reservation for each Board member. These rooms are typically reserved at the allowable government rate. By working directly with the hotel, TIB staff is able to negotiate reduced rates on meeting facilities, rooms, and catering.

AIRLINES – Eileen may make your airline reservations. If you choose to make your own airline reservations, you must use a travel agency contracted by the state. Contact Eileen for assistance in locating a state-contracted travel agency and establishing a direct billing process.

It is important to purchase airfare using a state contract. Under the state contract, there is no penalty for canceling or modifying flight arrangements. If you choose to purchase a ticket that is not on a state contract, you are liable for the cost of the airfare in the event of a cancellation.

Payment – Airline tickets purchased through the TIB office or through a state-contracted travel agency are directly billed to TIB.

Receipts – OFM requires the full round-trip boarding pass receipt. This will need to be mailed to the TIB office as soon as possible to process the travel voucher for reimbursement.

CAR RENTAL – Eileen may make your car rental reservations. If you make your own reservation, please call Eileen to receive assistance in establishing direct billing through either a state-contracted travel agency or Enterprise Rental Car. The state contract for rental of motor vehicles **includes** full insurance coverage. The state will not reimburse travelers for the cost of additional insurance coverage purchased on state contract vehicle rentals. (OFM Policy 10.50.35.f)

Payment – Car rental arrangements made through the TIB office, a state-contracted travel agency, or Enterprise Car Rental are directly billed to TIB.

Receipts – OFM requires the car rental receipt. This will need to be mailed to the TIB office as soon as possible to process the travel voucher for reimbursement.

WHAT IS THE DIFFERENCE BETWEEN “POINT-TO-POINT” AND “VICINITY” MILEAGE?

You are entitled to claim point-to-point mileage when using a privately owned vehicle (POV) to drive from your official work site to the Board meeting site. TIB travel reimbursement forms have been customized to calculate the mileage from your work site to the meeting site using the OFM mileage chart or Mapquest. In addition to point-to-point mileage, vicinity mileage can be claimed when using your POV for board business (OFM Policy 10.50.20.a & b). Some examples of vicinity mileage include driving from the hotel to the meeting site or driving in the local region to review TIB projects. (Reimbursement for the use of a POV is payable to only one traveler when two or more travelers are traveling in the same motor vehicle.)

CAN I BE REIMBURSED IF I ATTEND AN EVENT ON BEHALF OF TIB?

Yes. If you attend an event on behalf of TIB that has been authorized in advance by the Chair (i.e., ribbon cutting, groundbreaking, etc.), you are entitled to per diem. If you choose to be reimbursed, you must contact Eileen to request a “Meeting Reimbursement” form.

WHEN CAN I EXPECT TO RECEIVE MY REIMBURSEMENT CHECK?

You can expect to receive your reimbursement check within five to seven business days after TIB receives the “Meeting Reimbursement” form.

WHEN DO I NEED TO RETURN THE “MEETING REIMBURSEMENT” FORM?

The “Meeting Reimbursement” form will be distributed at the beginning of each board meeting. Board members will need to fill in highlighted areas and return the signed form to Eileen. If you choose not to be reimbursed, we request that you still sign the form and turn it in.

All travel regulations listed above are mandated by OFM, State Administrative & Accounting Manual, Chapter 10.